

30 OCT 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM: Thomas H. White
Director of Information Services

SUBJECT: OIS Weekly Report (23-29 October 1980)

Classification Review Division

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CRD reviewed 36,930 pages of CIA documents and declassified 6 percent.

Records Management Division

A representative of Baltimore Business Forms called the Records Systems Branch regarding certain items on the APEX cable form that were to be printed in non-reproducible blue color. When reviewing the proof copies, one of the coordinating offices had overlooked these items. Thanks to the vendor's action, the Agency was saved the costs of printing unusable forms.

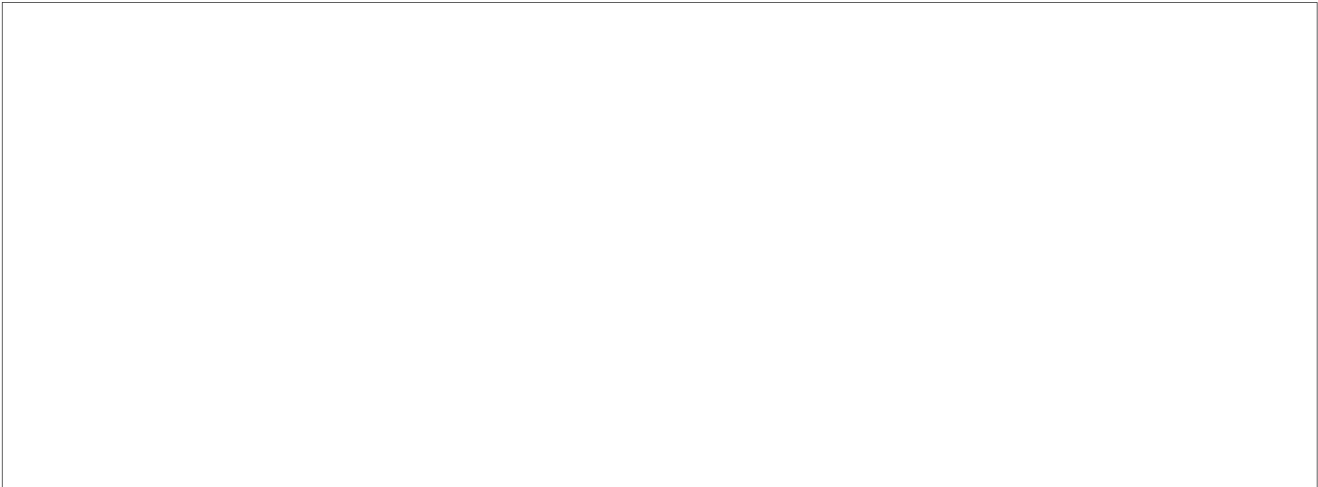
Chief, Records Systems Branch and Chief, Information Technology Branch attended a three-day conference on "Information Management for the 80s." This 25th annual conference of the Association of Records Managers and Administrators (ARMA) was held in Boston.

Regulations Control Division

RCD processed 30 regulatory issuances during the reporting period. Among

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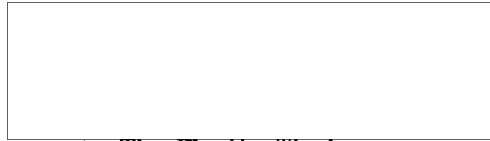
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


Information and Privacy Division

A separate report is attached.

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 Thomas H. White

Attachment

ADMINISTRATIVE INTERNAL USE ONLY

30 October 1980

MEMORANDUM FOR: Deputy Director for Administration
FROM:
Chief, Information and Privacy Division, OIS
SUBJECT: IPD/OIS Weekly Report (23-29 October)

1. The Week in Review
- | | <u>23-29 Oct</u> | <u>1980 Weekly Average</u> |
|-------------------------|------------------|----------------------------|
| a. New cases logged | 44 | 58.7 |
| b. Cases closed | 84 | 49.9 |
| c. New appeals logged | 2 | 1.8 |
| d. Appeals closed | 2 | 2.7 |
| e. Manpower (man-weeks) | 121.9 | 125.5 |
2. Current Backlogs
- a. Initial requests - 3027
- b. Appeals - 375
3. Spotlighted Requests

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5. Analysis

Sometimes it appears to us that whenever the mail room is in doubt over where to send letters they forward them to IPD. One of the letters which arrived this week was addressed to the "United States Finance Office." The letter started out "I made less than \$500 in earnings (sic) last year, 1979, and I would like to have the \$1,000,00 you give to citizens like me!"

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IPD/[] b 30 October 1980

Distribution:

Orig. & 2 - Addressee

- 1 - DCI
- 1 - DDCI
- 1 - D/NFAC
- 1 - DDO
- 1 - DDS&T
- 1 - D/PA
- 1 - Comptroller
- 1 - IG
- 1 - OGC
- 1 - OLC
- 1 - OPPP&M
- 1 - OL
- 1 - C/IMS []
- 1 - DDO/IRO []
- 26 - DDO/IMS []
- 1 - IRG/OS []
- 1 - NFAC/FIO
- 1 - DIS
- 1 - IC Staff/FIO
- 1 - IPD Subject
- 1 - IPD Chrono
- 1 - IPD Reading Board

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